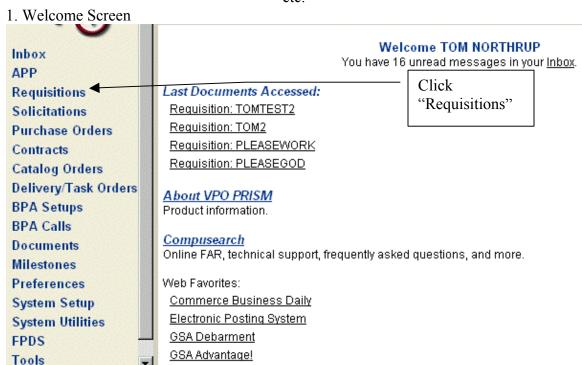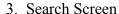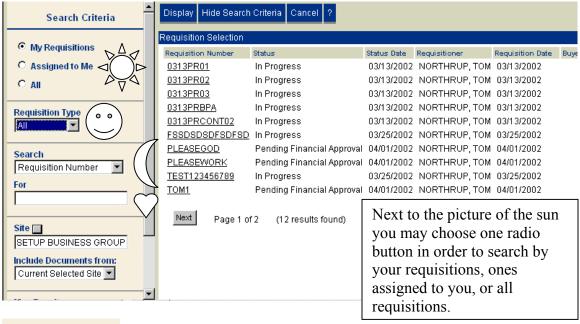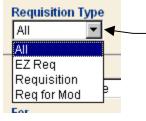# Searching for a Requisition to Open it Back Up

It is possible to search for a requisition using several different types of search criteria. After you find it, it may be reopened in order to edit the document, re-route it, cancel it, etc.
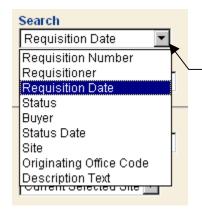
1. Welcome Screen

2. Requisitions Menu

3. Search Screen

| Display | Hide Search Criteria | Cancel | ? |

Search Criteria

- ⦿ My Requisitions
- ○ Assigned to Me
- ○ All

Requisition Type
All

Search
Requisition Number

For

Site ☐
SETUP BUSINESS GROUP

Include Documents from:
Current Selected Site

Requisition Selection

Requisition Number	Status	Status Date	Requisitioner	Requisition Date	Buye
0313PR01	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
0313PR02	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
0313PR03	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
0313PRBPA	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
0313PRCONT02	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
FSSDSDSDFSDFSD	In Progress	03/25/2002	NORTHRUP, TOM	03/25/2002	
PLEASEGOD	Pending Financial Approval	04/01/2002	NORTHRUP, TOM	04/01/2002	
PLEASEWORK	Pending Financial Approval	04/01/2002	NORTHRUP, TOM	04/01/2002	
TEST123456789	In Progress	03/25/2002	NORTHRUP, TOM	03/25/2002	
TOM1	Pending Financial Approval	04/01/2002	NORTHRUP, TOM	04/01/2002	

Next   Page 1 of 2   (12 results found)

Next to the picture of the sun you may choose one radio button in order to search by your requisitions, ones assigned to you, or all requisitions.

Requisition Type
All
- All
- EZ Req
- Requisition
- Req for Mod

This is the drop down box for the "Requisition Type" field, this is next to the picture of the smiley face. Choose which type of requisition you want to search by, it defaults to "All".

Search
Requisition Date
- Requisition Number
- Requisitioner
- Requisition Date
- Status
- Buyer
- Status Date
- Site
- Originating Office Code
- Description Text

This is the drop down box for the "Search" field, this is next to the picture of the moon. Choose the criteria you wish to search by, it defaults to requisition number. **After you choose an option you must fill something in the "For" box (the "For" box is next the picture of the heart). For example if you search by "Requisition Date", you must put in the date you made the requisition. Otherwise it will not narrow the search when you hit display.** After you have read this go to the next page of this manual.

4. Enter in Criteria

Search Criteria

Display | Hide Search Criteria | Cancel | ?

Requisition Selection

Requisition Number	Status	Status Date	Requisitioner	Requisition Date	Buy
0313PR01	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
0313PR02	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
0313PRBPA	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
0313PR03	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
0313PRCONT02	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002	
TEST123456789	In Progress	03/25/2002	NORTHRUP, TOM	03/25/2002	
FSSDSDSDFSDFSD	In Progress	03/25/2002	NORTHRUP, TOM	03/25/2002	
TOMTEST2	Pending Financial Approval	04/01/2002	NORTHRUP, TOM	04/01/2002	
TOM1	Pending Financial Approval	04/01/2002	NORTHRUP, TOM	04/01/2002	
TOM2	Pending Financial Approval	04/01/2002	NORTHRUP, TOM	04/01/2002	

Next   Page 1 of 2   (12 results found)

● My Requisitions
○ Assigned to Me
○ All

Requisition Type
All

Search
Requisition Date

For
03/13/2002

Site ☐
SETUP BUSINESS GROUP

Include Documents from:
Current Selected Site

1. I left the radio buttons on "My Requisitions", and I left the "Requisition Type" on "All", I searched by "Requisition Date", and entered a date.

2. Hit "Display".

5.

Search Criteria

Display | Hide Search Criteria | Cancel | ?

Requisition Selection

Requisition Number	Status	Status Date	Requisitioner	Requisition Date	Buyer	Site
0313PR01	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002		SETUP BUS
0313PR02	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002		SETUP BUS
0313PRBPA	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002		SETUP BUS
0313PR03	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002		SETUP BUS
0313PRCONT02	In Progress	03/13/2002	NORTHRUP, TOM	03/13/2002		SETUP BUS

Page 1 of 1   (5 results found)

● My Requisitions
○ Assigned to Me
○ All

Requisition Type
All

Search
Requisition Date

For
03/13/2002

Site ☐
SETUP BUSINESS GROUP

Include Documents from:
Current Selected Site

1. Note how all the requisitions that I did on "03/13/2002" are now available to view or edit.

2. Choose the requisition you desire, by clicking on the number, which is underlined. After you have clicked on a requisition, go to the next page of this manual.

6. The Requisition you searched for

The requisition you searched for is now available to edit, cancel, view, or print.